



GUIDELINES FOR USE AND COMPLETION OF THE CHILD ABUSE OR SEVERE NEGLECT INDEXING FORM (BCIA 8583)

For specific legal requirements regarding reporting abuse or severe neglect, refer to California Penal Code sections 11164 through 11174.3.

REPORTING CHILD ABUSE OR SEVERE NEGLECT TO THE DEPARTMENT OF JUSTICE (DOJ)

An agency subject to the requirements of Penal Code sections 11165.9 and 11169(a) must report to the DOJ every incident of suspected child abuse or severe neglect for which it conducts an investigation and for which it determines that the allegations of abuse or severe neglect are not unfounded. The agency must report on the Child Abuse or Severe Neglect Indexing Form (BCIA 8583), indicating the agency's finding of possible child abuse or severe neglect.

Submit the completed BCIA 8583 to the DOJ as soon as possible after completion of the investigation as the information may contribute to the success of another investigation. It is essential that the information on the form be complete, accurate, and timely to provide maximum benefit in protecting children and identifying instances of suspected abuse or severe neglect.

WHAT INCIDENTS MUST BE REPORTED

Abuse of a minor child, i.e., a person under the age of 18 years, involving any one of the below abuse types: (*Refer to Penal Code sections 11165.1 through 11165.6 for definitions.*)

- Physical injury
- Mental/emotional suffering
- Sexual (abuse, assault, and exploitation)
- Severe neglect
- Willful harming/endangerment
- Unlawful corporal punishment/injury
- Death

GENERAL INSTRUCTIONS

- Indicate whether you are submitting an INITIAL REPORT or an AMENDED REPORT by checking the appropriate box at the top of the form.
- All information blocks contained on the BCIA 8583 should be completed by the submitting child protective agency. The exact month, day, and year is required for entering into the CACI. If not known, please provide approximate date. Reports containing multiple dates will be returned.
- Section B - INCIDENT INFORMATION - The finding that allegations of child abuse or severe neglect are not unfounded is:
 - SUBSTANTIATED - defined by Penal Code section 11165.12(b) to mean circumstances where the evidence makes it more likely than not that child abuse or severe neglect, as defined, occurred.
 - INCONCLUSIVE - defined by Penal Code section 11165.12(c) to mean circumstances where child abuse or severe neglect are determined not to be unfounded, as defined, but the findings are inconclusive and there is insufficient evidence to determine whether child abuse or neglect, as defined, has occurred.
- Section C - AMENDED REPORT INFORMATION - Only use this section to update information previously submitted on form BCIA 8583. Attach copy of the original BCIA 8583 and complete sections A, C, and all other applicable fields.
 - CHANGED TO INCONCLUSIVE - a previously submitted BCIA 8583 indicated as substantiated is being reclassified to inconclusive.
 - CHANGED TO SUBSTANTIATED - a previously submitted BCIA 8583 indicated as inconclusive is being reclassified to substantiated.
 - NOW UNFOUNDED - a previously submitted BCIA 8583 indicated as substantiated or inconclusive is being reclassified to unfounded.
 - ADDED ADDITIONAL INFORMATION - supplementary information is being provided for a previously submitted BCIA 8583. (Cases in which subsequent child death has resulted must be reported.)
 - CORRECTED REPORT INFORMATION - check this box to indicate that information submitted on an initial BCIA 8583 is being corrected.
 - UNDERLYING INVESTIGATIVE FILE NO LONGER AVAILABLE - check this box if your agency no longer retains the underlying investigative file that supports a previously submitted BCIA 8583.
 - COMMENT - use this area only if you are reporting amended information that relates to one victim or suspect there is a need to clarify which victim or suspect the amended information applies to when the initial report contained multiple victims and/or suspects.

WHERE TO SEND FORM BCIA 8583 (*For DOJ reporting only*)

Department of Justice
Bureau of Criminal Information and Analysis
P.O. Box 903387
Sacramento, CA 94203-3870
ATTENTION: Child Protection Program

Telephone: (916) 227-3285